

A simple guide to getting a placement over Summer

Think about where you would like to go. Somewhere fun? Somewhere interesting? A particular type of job? Somewhere you know? Something adventurous? Remember that **all experiences** have the power to help you.



Create a list of possibles. Ask your family for opportunities and support. Talk to friends. Use the EBP Database for inspiration (See the How to Guide) Explore local companies on foot or on google. Remember you can create a positive experience **anywhere** and you may need a plan B or even a plan C!



Approach employers. Use e-mails, letters or direct introductions. Check the examples in the 'how to find a placement' guide. Introduce yourself and ask them if they will host you for the four days.



If they agree, give the employer the form. Have your parent/carer check it over and follow the checklist before returning the form to careers by **Monday 25th September**. Visit the careers library at break times for support.